



July 1, 2016

IOWA BULLETIN NO. IA250-16-1

SUBJECT: FY2016 SPENDING AND CUTOFF DATES FOR IOWA EMPLOYEES

**ACTIONS REQUIRED BY: AUGUST 25 THROUGH SEPTEMBER 29, 2016**

PURPOSE. To provide fiscal year 2016 (FY2016) closing instructions and due dates for submitting FY2016 year-end preparation reports. **Action is required by all field office staffs and State Office staffs as noted in contents.** It is imperative that each employee and office/staff meet the due dates below.

EXPIRATION DATE. September 30, 2017

This bulletin provides instructions and deadlines for ALL Iowa employees to report year-end expenses to the State Office. The end-of-year cost figures supplied will be used to develop the final expenses for FY2016. **These dates must be met by all employees, offices and staffs to ensure accurate year-end accounting data.**

**August 25th by Close of Business:**

**Awards:** Final day for submission of AD-287-2, Recommendation and Approval of Awards and justifications, for Spot and Extra Effort awards is August 25, 2016.

**August 31st by Close of Business:**

**Purchase Card Purchases:** The final day for Purchase Card VISA orders and purchases is August 31, 2016. State Office and Field Office staff need to plan ahead and request purchase of sufficient supplies to get through the beginning of October.

**Fleet Card Purchases:** Final day for vehicle maintenance and repair is August 31, 2016. Remaining dollars in vehicle maintenance budgets will be automatically returned to Management & Strategy (M&S). Follow preventative maintenance per fleet guidelines. Perform visual safety checks prior to the cutoff date to identify potential problems before they become an emergency or safety issue.

Fleet card fuel charges MAY CONTINUE through fiscal year end (September 30, 2016).

Unplanned and/or emergency purchases or repairs required after August 31, 2016, must be approved on a case-by-case basis. The requesting Area Office/State Office section heads will be notified if the purchases/repairs are approved. Area administrative assistants (AMA) and secretaries must provide Lori Derringer, Financial Resources Specialist, at (515) 323-2499 or by email at [lori.derringer@ia.usda.gov](mailto:lori.derringer@ia.usda.gov), with the final dollar amount.

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**September 6th by Close of Business:**

Travel Authorizations: All FY2016 travel authorizations must be entered and APPROVED in Concur. Remember to account for all expenses such as baggage, parking and taxis. Remaining dollars in travel budgets will be automatically returned to M&S.

- FNM-170, Preparation for Report of Unpaid Expenses (Year End 2016): Each office **MUST** complete and submit by email their FNM-170 (Year End 2016) to their AMA and State Office secretary by COB Tuesday, September 6, 2016. SEPMs will send their FNM-170 to Becky Scott. **NEGATIVE REPORTS ARE REQUIRED.**

The form should be used to list costs that will be charged to the government as follows:

- ❖ Provide a detailed list of ALL Purchase Card transactions that have been made, but have NOT appeared in the US Bank system. **DO NOT LIST AMOUNTS ON THE FNM-170 FOR CHARGES THAT HAVE APPEARED IN US BANK.** Continue to reconcile transactions unless further guidance is received.
- ❖ **Individual Employees:** Miscellaneous expenses such as mileage, parking, etc. should be submitted as soon as incurred using a **SF-1164**. Expenses projected to occur after September 6, 2016, should be included on the FNM-170 (i.e. mileage and parking for a meeting scheduled last week in September) and the SF-1164 submitted after the expense is incurred. This will allow M&S to account for those costs.

**September 9th by Close of Business:**

The AMAs will submit an Area combined FNM-170. The State Office secretaries will submit a combined FNM-170 for each section they are responsible for. Email submissions to [marcus.hill@ia.usda.gov](mailto:marcus.hill@ia.usda.gov) by COB Friday, September 9, 2016.

**September 16<sup>th</sup> by Close of Business:**

Non-ProTracts Payments: SF-270s and any other miscellaneous payments due to M&S by COB Friday, September 16, 2016.

Lockbox: Non UCOs and any checks received that need lockbox forms completed by National Accounts Receivable Services Branch (NARSB) should have the packet uploaded to NARSB by COB Friday, September 16, 2016.

**September 21st by Close of Business:**

Travel Vouchers: The cutoff date for submitting and approving vouchers in Concur/ETS2 is Wednesday, September 21, 2016. Vouchers not submitted by September 21, 2016, should be held and not started or submitted until October 2016.

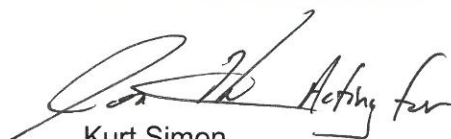
**Additional Guidance:**

Quarterly Accruals: Guidance will be provided in August.

IAS Easement Closings/Surveys Due: Guidance will be provided by the National Accounts Payable Services Branch (NAPSB).

Easement Closing Advances: Guidance will be provided by the NAPSB.

If you have any questions regarding this bulletin or the attached FNM-170 (Year End 2016), please contact Lori Derringer, Financial Resources Specialist, at (515) 323-2499 or [lori.derringer@ia.usda.gov](mailto:lori.derringer@ia.usda.gov).



Kurt Simon  
State Conservationist